

DEPARTMENT OF SOCIAL SERVICES

744 P Street, Sacramento, California 95814



May 30, 2003

ALL-COUNTY LETTER NO. 03-06

TO: ALL COUNTY WELFARE DIRECTORS
ALL DISTRICT ATTORNEYS
ALL TITLE IV AGENCIES

REASON FOR THIS TRANSMITTAL

- ☐ State Law Change
- ☐ Federal Law or Regulation Change
- ☐ Court Order
- ☐ Clarification Requested by One or More Counties
- ☒ Initiated by CDSS

SUBJECT: RECORDS RETENTION

SUPERSEDES: ALL-COUNTY LETTER NO. 02-12

This All-County Letter is a reminder of the legal requirements for records retention and the identification of certain records which require extended retention periods.

A. Public Assistance Records

The California Department of Social Services Manual of Policies and Procedures (MPP) sets forth various retention periods for public assistance records. Generally, the regulations require that all public assistance (23-353), social service (10-119.2), and administrative claiming (25-815.38) records and their supporting documents be retained for three years from the date the State submits the last expenditure report to the Federal Department of Health and Human Services (DHHS). For statewide EDP projects, the starting date of retention is the day the state submits its final expenditure report to the federal government. For all statewide EDP projects sponsored/supervised by CDSS, this date is the final expenditure report once the state and federal government has certified completion of the entire (not a project component or consortia) project and it is officially functioning state-wide in the Maintenance and Operations mode. When this occurs, the retention period of three years begins. Case record material must be retained for three years after the date the last State expenditure report has been made to DHHS for the period the records were last used to document eligibility. MPP Sections 23-353 through 23-356 set forth the requirements for certain records which have retention periods that vary from the general rule. While the regulations must be reviewed for a complete listing, the most common occurrences are listed below. Some records require retention periods of more than three years. These include:

1. Records and their supporting documents that must be retained when there is an open federal or State audit. This includes those federal audits in progress and pending issuance of final reports listed on Attachment I, those unresolved federal audits listed on Attachment II, and the State Controller's Office audits listed on Attachment IV.* Counties are to inform contractors providing social services to retain all necessary records for audits which have not been resolved/closed.
2. Case records in which criminal or civil litigation was involved are to be retained for three years after the final claim is submitted for federal reimbursement. These records include those which were used in the determination of eligibility, including denials, for the amount of retroactive benefits. Other records in the case must be retained in accordance with the requirements for public assistance records specified elsewhere in this letter. Attachment V lists court cases involving the California Department of Social Services (CDSS) which require the extended retention period.
3. The Form ABCD 278L, List of Authorizations to Start, Change, or Stop Aid Payments (or its equivalent), which bears the original initials or the original signature of the delegated county employee who authorized the specific action is identified as one of the records and supporting documents which must be retained in accordance with the retention period for the case record material.
4. The County shall retain Form ABCD 278L or its equivalent for a period of 10 years following closure in all cases where notification to do so by the Child Support Agency has been received.
5. County welfare warrants must be retained for five years. **Warrant registers must be retained for five years.****
6. While not required by regulation, it is desirable that those AFDC/CalWORKs case records, and their supporting documents, identified by CDSS as federal sample quality control cases containing an error be retained until the federal sanction process is resolved for the applicable federal fiscal year. See Attachment VI.
7. Records necessary to sustain an intentional program violation disqualification should be retained through the life of the individuals.

* Records retention periods vary among unresolved State audits. See special instructions at the beginning of each category of State Controller's Office audits listed in Attachment IV.

** AB 3472, Chapter 872, Statutes of Section 53 amends the 15 year retention period for warrant registers.

8. Federal and/or state law and regulations require 18- or 24- and 60-month time limits on the receipt of Welfare-to-work services and aid and provide for exceptions to the time limit requirements; therefore, counties are required to track CalWORKS recipients' time in services and on aid. Welfare case records that support the tracking of time in services and on aid for CalWORKS recipients must be retained and transmitted to the statewide automated time limit tracking (Welfare Data Tracking Implementation Project [WDTIP]) system. Case records must be retained until the system is validated for completeness and accuracy. CDSS will instruct counties when this period has ended. **Please refer to ACL 03-01 for the specific time limit information that must be retained.**

NOTE: Other records need not be retained in the case file as long as sufficient records/verifications are retained to meet Federal quality control requirements for the AFDC/CalWORKs Program (AFDC Quality Control Manual Section 3000) and for the Food Stamp Program (FNS Quality Control Handbook 310, Chapter 5). Listed below are examples of those documents which may be purged from the case records:

9. Documents or evidence (photocopies) such as birth certificates and divorce papers provided by the recipient to establish eligibility may be purged (MPP Section 48-001.112) provided that there is a written record of the type of evidence and its pertinent content in conformance with Quality Control (QC) requirements. This notation would normally be made in the case narrative and shall also contain the following detail:
 - A. The type and source of document, its date (processed, signed, received or sent), any identification/serial numbers, and the volume and page number, if applicable.
 - B. Where the original document is located, if appropriate, such as a government office.
 - C. Any other pertinent information for Quality Control purposes from the document.

* See footnote on page 2.

NOTE: Original documents received should have been returned to the applicant/recipient. The county may choose to retain essential and non-essential documents in the case records in lieu of the documentation and purging discussed above. Retention would assure that all necessary information is in the case file.

10. Documents which were never used to document eligibility may be destroyed provided they have no potential of being used to take action on a case, including good cause determination or fair hearing process. For example, a note from an applicant canceling a meeting may be needed as evidence, should you determine a denial is appropriate based on noncooperation. However, once the eligibility determination is made and documented the note would be of no value and may be destroyed.
11. Records which were used to document eligibility may be destroyed provided three years have passed since the last state expenditure report for that period has been submitted to HHS. These records must be retained longer when there are unresolved audits* or court cases.
12. While not required by regulation, it is desirable that those cases identified by CDSS as Federal sample quality control cases containing an error be retained until the Federal sanction process is resolved for the applicable Federal fiscal year. See Attachment VI.

Attachment III lists closed audit records which may be flagged for destruction.

* See footnote on page 2.

B. Food Stamp Records

There are two separate retention requirements for Food Stamp Program records. First, all program records are to be retained for a period of three years from the month of origin. Second, all fiscal records and accountable documents are to be retained for three years from the date of fiscal or administrative closure. This means that records such as, but not limited to, transaction receipts, master issuance files, records-for-issuance for each month, authorization documents, cashier's daily reports, Notices of Change, Form FNS-250s (Food Coupon Accountability Report), Household Issuance Record cards, and tally sheets shall be retained for three years from origination. However, any documents or records which are involved in any billing or claim shall be retained for three years from the date of fiscal or administrative closure. For example, FNS-250 that does not result in a billing against the state agency shall be retained three years from the month of origin. But, FNS-250 that results in a billing must be retained for three years from the date that obligations for or against the Federal Government have been liquidated. Also, any records or documents that are involved in a fiscal audit* or investigation must be retained for three years from the date the audit or investigation is closed.

To illustrate this point further, if an FNS-250 that originated prior to April 1992 had fiscal liabilities that were not settled until July 1994, that FNS-250 cannot be destroyed until August 1997. But, on the other hand, if the same FNS-250 had no fiscal involvement, it could be destroyed as of May 1995. Attachment III lists closed audit records which may be flagged for destruction.

* See footnote on page 2.

Some records require retention periods of more than three years. These include:

1. Food Stamp (FS) program case records that are a part of an assistance case record must be retained for x no. years in accordance with MPP Chapter 23-353 & 23-356. (See Part A of this letter.)
2. Records and their supporting documents for which there is an open federal or State audit must be retained until resolution of the audit. This includes those federal audits in progress and pending issuance of final reports and the unresolved audits* listed on Attachments I, II, and IV.
3. Case records in which criminal or civil litigation was involved are to be retained for three years after the final claim is submitted for federal reimbursement. Records which must be retained include those documents which were used in the determination of eligibility (including denials) and those used to determine the amount paid as retroactive benefits. Other documents in the case record must be retained in accordance with the requirements for public assistance records specified elsewhere in this letter. Attachment V lists court cases involving CDSS which require the extended retention period.
4. While not required by regulation, it is desirable that those FS program case records and their supporting documents, which have been identified by CDSS as federal sample quality control cases containing an error, should be retained until the federal sanction process is resolved for the applicable Federal fiscal year(FFY). See Attachment VI.
5. Records necessary to sustain an intentional program violation disqualification should be retained through the life of the individuals.

* See footnote on page 2.

The provisions of this letter are for the fiscal purposes of CDSS and do not authorize the destruction of those records which have a longer retention period required by other laws/regulations, court cases, or unresolved audits.*

Questions or comments regarding records retention involving court cases for specific programs should be addressed to the following persons representing those programs:

CalWORKs/Eligibility	Vince Toolan	(916) 654-1808
CalWORKS/Eligibility - Time Limit Issues	Charissa Miguelino	(916) 657-3665
CalWORKS /Welfare To Work	Milt Yee	(916) 657-3399
Food Stamps	Varaniece Hall	(916) 657-3500
Child Support	Jessie Saenz	(916) 464-5104

All questions or comments regarding records retention for audits contained in Attachments I-III, should be directed to Jerry Demorest of Information Securities & Management Systems Branch (916) 657-3659. All questions and comments regarding records retention for audits contained in Attachment IV, should be directed to the Fiscal Policy Bureau at (916) 657-3440.

For general records retention questions, contact Robert Castro at (916) 657-1808 or by email at robert.castro@dss.ca.gov.

Original Document Signed By

GLORIA MERK
Deputy Director
Administration Division

c: CWDA

Attachments

* See footnote on page 2.

FEDERAL AUDITS PENDING RELEASE OF FINAL AUDIT REPORTS

Programs Administered by the
U. S. Department of Health and Human Services, the
U.S. Social Security Administration, and the
U.S. Department of Agriculture

State/County ID Number	Records Description	Audit/Review Period (1)	Status	Agencies Affected	Required to Be Retained
PUBLIC ASSISTANCE RECORDS:					
HHS OIG A-09-01 -00066	Audit AFDC Overpayments Since Conversion to TANF	10/01/96- 09/30/01	b	All Counties	B
HHS-OIG* A-09-02 -00105	Audit AFDC Overpayments Since Conversion to TANF	10/01/96- 09/30/01	b	San Diego	B
SOCIAL SECURITY RECORDS:					
SSA-OIG*	Review Interim Assistance Reimbursement Pgm Payments	07/01/99- 06/30/01	c	Los Angeles	A & L
SSA-* Region IX S2D9G3	Review Interim Assistance Reimbursement Pgm Payments	01/01/02- 01/31/02	e	All Counties	A & L
FOOD STAMP PROGRAM RECORDS:					
WR-FNS*	Financial Management Review (FMR) CA-FSP For FFY 2001	10/01/00 09/31/01	e	11 Counties (Attachment IA)	C & E

- (1) If a single date is listed, it will be the date of the audit report.
- A Case records selected for audit; audit-related materials (e.g., county policy, procedures, correspondence, memoranda, etc., pertinent to the audit/review).
- B Pertinent Assistance Claims; supporting documentation; audit-related materials.
- C Pertinent Administrative Expense Claims, supporting documentation and audit related materials
- E Pertinent Food Stamp Program reports [e.g., FNS 46,209,250,259,388 etc.]; supporting documentation; audit-related materials
- L Other: Pertinent SSA Interim Reimbursement Assistance (IAR) Program financial records and reports.
- b Entrance conference completed; Field work in progress.
- c Field work and exit conference completed; draft report being written.
- e CDSS response to draft report submitted; final report pending
- * New since ACL 02-12

FINANCIAL MANAGEMENT REVIEW (FMR)
CALIFORNIA' FOOD STAMP PROGRAM FOR FFY 2001

Los Angeles
Madera
Merced
Riverside
Sacramento
San Benito
San Bernardino
San Mateo
Solano
Yuba
Yolo

FEDERAL AUDITS: FINAL AUDIT REPORTS ISSUED

Programs Administered by the
U.S. Department of Health and Human Services

ID Number	Description	Audit/Review Period (1)	Status	State/County Agencies Affected	Exception Amount (2)	Records Required to Be Retained
PUBLIC ASSISTANCE RECORDS:						
HHS OIG* A-09-02 -00104	Audit AFDC Overpmts Since 10/96	10/01/96- 09/30/01	1	Los Angeles	\$23,980,126	B
Region* IX-ACF	Review IV-E Placements With Relatives	11/01/00 12/31/02	1	All Counties	\$26,800,000 Deferral	B & C
HHS OIG* A-09-02 -00104	Audit AFDC Overpayments Since 10/96	10/01/96- 09/30/01	1	San Bernardino	\$ 5,200,000	B
ACF-OSS HDQTRS	Implementation Review-CA's SACWIS System (Child Welfare Services-Case Mgmt System)	10/01/93 09/30/97	p	All Counties	Potential Penalty	C & D
HHS-OIG A-09- -96- -0006	Audit CA's Title IV-E Training Costs	07/01/94- 12/31/95	j	All Counties	\$ 9,448,604	C

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- (1) If a single date is listed, it will be the date of the audit report.
- (2) County and State total of disallowed Federal funds identified in the final audit report; County/State share and grand total may change as a result of appeal(s).
- B Pertinent Assistance Claims; supporting documentation; audit-related materials.
- C Pertinent Administrative Expense Claims, supporting documentation and audit related materials.
- D Pertinent ADP systems design, documentation and approvals: supporting documentation for ADP system-related costs claimed; audit related materials.
- j Department Appeals Board (DAB) remanded appeal issues back to CDSS and Region IX ACF agencies to exhaust settlement opportunities; CDSS negotiations in progress.
- 1 CDSS implementing corrective action at the state level and working with the effected counties to take corrective action locally
- p CDSS negotiating audit clearance strategies with the ACF-OSS.
- * New since ACL 02-12

FEDERAL AUDITS: FINAL AUDIT REPORTS ISSUED

Programs Administered by the
U. S. Department of Health and Human Services, and
the U.S. Department of Agriculture

ID		Audit/Review		State/County	Exception	Records
Number	Description	Period (1)	Status	Agencies Affected	Amount (2)	Required to Be Retained
PUBLIC ASSISTANCE RECORDS:						
HHS- OIG-A- 09-98- 00075	Audit CA's Foster Care Program (FC) Payments For FFY's 89,90 and 91	10/01/88- 09/30/91	j	Los Angeles Marin Riverside San Bernardino San Diego Santa Clara	\$38,953,679	A & B
FOOD STAMP PROGRAM RECORDS:						
WR-FNS*	State Ops Employment & Training Review	10/01/00 e 09/31/01	1	San Francisco	Revise FSET Plan & Claiming	C & E
USDA-OIG* 27099-18 -SF	FSP Financial Management Review (FMR) For FFY 2000	10/01/99 09/30/00	1	Alameda Fresno Los Angeles	\$ 9,096,855	C & E

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- (1) If a single date is listed, it will be the date of the audit report.
- (2) County and State total of disallowed Federal funds identified in the final audit report; County/State share and grand total may change as a result of appeal(s).
- A Case records selected for audit; audit-related materials (e.g., county policy, procedures, correspondence, memoranda, etc., pertinent to the audit/review).
- B Pertinent Assistance Claims; supporting documentation; audit-related materials.
- C Pertinent Administrative Expense Claims, supporting documentation and audit related materials.
- E Pertinent Food Stamp Program Plans and Reports [e.g., FNS 46,209, 250, 259, 388, etc].
- j Department Appeals Board (DAB) remanded appeal issues back to CDSS and Region IX ACF agencies to exhaust settlement opportunities; CDSS negotiations in progress.
- 1 CDSS implementing corrective action at the state level and working with the effected counties to take corrective action locally
- * New since ACL 02-12

CLOSED FEDERAL AUDITS

Programs Administered by the
U.S. Department of Health and Human Services and
by the U.S. Department of Agriculture

ID		Audit/ Review	Audit	State/Co. Agencies	Exception	Records Required to	Destruction
Number	Description	Period(1)	Agency	Affected	Amount	Be Retained	Date**

PUBLIC ASSISTANCE RECORDS: ____

	*Audit	01/01/01	SCO	Los Angeles	Programmatic	A & B	12-31-05
	IV-E FC	03/31/01		Sacramento	Changes Only		
	Pmt's to						
	FFA's.						
A-09-	Audit of	04/01/92-	HHS-OIG	CDSS &	\$3,934,717	C & K	03/31/03
-95-	Title	03/31/95		LA Co.			
-00056	IV-E (FC)						
	Training Costs						
A-09-	Audit of	10/01/91-	HHS-OIG	15 Counties	\$15,693,626	A & B	06/30/03
-96-	CA FC	09/30/95		(Attachment			
00071	FFA Rate-			III-C)			
	Setting						
	Method (Part I)						

FOOD STAMP PROGRAM (FSP) RECORDS:

* FSP Access	10/01/00	WR-FNS	Orange	Programmatic	A	12/31/04
and Pmt.	09/30/01		Santa Clara	Changes Only		
Accuracy			Tulare			
FFY 2001						

- (1) If a single date is listed, it will be the date of the audit report.
- A Case records selected for audit/review; audit-related materials (e.g., county policy, procedures, correspondence, memoranda, etc. pertinent to the audit/review).
- B Pertinent Assistance Claims; supporting documentation; audit-related materials.
- C Pertinent Administrative Expense Claims; supporting documentation, audit-related materials.
- K Fiscal/financial claims, reports, contracts, agreements, records, etc. which pertain to the audit; supporting documentation; audit related materials.
- * New since ACL 02-12
- ** These records may be flagged for destruction on the date shown.

AUDIT OF CALIFORNIA'S
FOSTER FAMILY AGENCY CLAIMS (PART I)
A-09-96-00071

Alameda
Butte
El Dorado
Kern
Los Angeles
Orange
Sacramento
San Bernardino
San Diego
San Francisco
San Joaquin
San Luis Obispo
Santa Clara
Shasta
Stanislaus

IV. COUNTY EXPENSE CLAIMS (CEC)
COST VALIDATION AUDITS AND REVIEWS
EXCEPTIONS CLEARED/APPLIED

Attachment IV lists CEC Cost Validation Audits (CVA) performed by the SCO prior to December 31, 1991 and CEC COST VALIDATION REVIEWS (CVR) performed by the CDSS. Total amounts are cited for all audit exceptions in the CVA reports. However, total exception amounts are not specified in CVR reports because in many instances, the county determines the total cost.

At this stage, all necessary State and County adjustments have been applied and the final state expenditure report implementing the audit exceptions has been sent to the DHHS. Destruction dates for records pertinent to these CVA's and CVR's are specified below.

<u>COUNTY</u>	<u>AUDIT AGENT</u>	<u>AUDIT PERIOD</u>	<u>RECORDS DESTRUCTION</u>
ALAMEDA	CDSS	07/93-09/95	12/24/04
BUTTE	CDSS	09/94 QUARTER	09/08/04
COLUSA	CDSS	06/95 QUARTER	04/28/05
CONTRA COSTA	SCO	07/77-06/79	08/21/04
CONTRA COSTA	SCO	07/79-06/80	08/21/04
CONTRA COSTA	SCO	07/80-06/83	08/21/04
EL DORADO	CDSS	03/94 QUARTER	09/15/04
FRESNO	CDSS	03/94 QUARTER	01/31/02
KERN	CDSS	12/93-03/95	09/30/04
LOS ANGELES ADOPTIONS	SCO	07/79-06/82	02/08/02
LOS ANGELES ADOPTIONS	SCO	07/82-09/84	02/08/02
LOS ANGELES BHI	SCO	07/69-06/75	02/08/02

IV. G EXCEPTIONS APPLIED (CONTINUED)

<u>COUNTY</u>	<u>AUDIT AGENT</u>	<u>AUDIT PERIOD</u>	<u>RECORDS DESTRUCTION DATE</u>
LOS ANGELES BHI	SCO	07/69-06/76	02/08/02
LOS ANGELES DPSS	CDSS	12/95-03/96	04/03/05
LOS ANGELES DPSS ADMINISTRATIVE	SCO	07/77-06/80	06/10/04
LOS ANGELES DPSS ADMINISTRATIVE	SCO	07/80-06/82	08/21/04
LOS ANGELES DAPSS ADMINISTRATIVE	SCO	07/84-06/86	06/12/04
LOS ANGELES DPSS	SCO	07/86-06/88	06/16/04
LOS ANGELES DPSS	SCO	07/85-06/88	06/12/04
LOS ANGELES DPSS	SCO	07/76-06/77	06/10/04
MENDOCINO	CDSS	06/94-06/96	09/17/04
ORANGE	SCO	07/79-06/88	08/21/04
ORANGE	SCO	07/85-06/88	08/21/04
ORANGE	SCO	09/93 QUARTER	02/22/04
SACRAMENTO DHA	CDSS	10/92 –12/94	08/01/04
SACRAMENTO DHA	CDSS	07/93 –06/94	02/21/04
SACRAMENTO DHHS	CDSS	03/94 QUARTER	10/31/04

IV. G EXCEPTIONS APPLIED (CONTINUED)

<u>COUNTY</u>	<u>AUDIT AGENT</u>	<u>AUDIT PERIOD</u>	<u>RECORDS DESTRUCTION DATE</u>
SAN DIEGO	CDSS	01/93 –03/95	10/11/04
SAN DIEGO	CDSS	06/93-12/95	04/03/05
SAN FRANCISCO	CDSS	12/93 QUARTER	10/24/04
SAN JOAQUIN	CDSS	01/93-03/95	05/30/04
SHASTA	SCO	10/77-06/80	10/30/04
SHASTA	SCO	07/80-06/8	7/13/04
SHASTA	SCO	07/85-06/88	7/11/04
SOLANO	CDSS	10/93-12/95	10/11/04
STANISLAUS	CDSS	01/93-03/95	10/11/04
TULARE	SCO	07/81-06/85	04/13/04
TULARE	SCO	07/85-06/87	04/13/04
TULARE	CDSS	10/91-12/94	06/26/04
TULARE GAIN	CDSS	04/93-06/95	08/11/04
VENTURA	CDSS	04/93-/6/95	06/23/04
VENTURA	CDSS	03/95-06/95	04/28/05
YOLO	CDSS	09/94 QUARTER	02/24/04

IMPORTANT NOTICE !

AS OF ACL 96-47, THIS SECTION, ATTACHMENT V - COURT CASES, HAS BEEN REVISED. NEW AND PENDING COURT CASES (FORMERLY SECTION B) WILL NOW BE LISTED IN SECTION A. COURT CASES IN WHICH FINAL JUDGEMENTS HAVE BEEN ISSUED (FORMERLY SECTION A) ARE NOW LISTED IN SECTION B. CLOSED, DISMISSED OR SETTLED COURT CASES WILL CONTINUE TO BE LISTED IN SECTION C. IN MOST INSTANCES, AS COURT CASES PROGRESS, THEY WILL INITIALLY APPEAR IN SECTION A, THEN MOVE TO SECTION B, AND, FINALLY, TO SECTION C. ADDITIONALLY, THE HEADINGS AND DESCRIPTIONS IN SECTIONS A, B AND C HAS BEEN REVISED.

COURT CASES

A. NEW COURT CASES AND PENDING COURT CASES

The following new court cases and pending court cases require extended public assistance case records retention as indicated.

<u>COURT CASE</u>	<u>REFERENCE ACL#</u>	<u>REFERENCE ACIN#</u>	<u>PROGRAM COVERED</u>	<u>PERIOD OF RECORDS COVERED</u>
<u>Bass v. Anderson</u>	98-33		Foster Care	4/1/92 TO 5/15/98
<u>Miller</u> and <u>Community</u> <u>Services for</u> <u>the Disabled</u> v. <u>Woods</u> (and payment to spouses: WRO v. McMahon)	84-58 90-48	I-37-84	IHSS	11/12/78 TO Present

ATTACHMENT V
PAGE 2 OF 4
STATUS REPORT AS OF 05/01/03

<u>COURT CASE</u>	<u>REFERENCE ACL#</u>	<u>REFERENCE ACIN #</u>	<u>PROGRAM COVERED</u>	<u>PERIOD OF RECORDS COVERED</u>
<u>Miller, et.al. v. Carlson</u>	91-89 91-114 92-61 92-201 93-20		GAIN, CalWORKS, NET	6/7/91 to Present
<u>Tyler v. Anderson</u>			IHSS	1/1/78 to Present
<u>Dominikas v. Saenz</u>	01-15		CalWORKS	11/97 to 03/01

SEE "IMPORTANT NOTICE" AT TOP OF ATTACHMENT V, PAGE 1

B. COURT CASES IN WHICH A FINAL JUDGEMENT HAS BEEN ISSUED

A final judgement has been issued in the following court cases. All public assistance case records previously retained for these court cases may now be destroyed except for those that were used in the determination of eligibility, or ineligibility.

NOTE: Public assistance case records associated with these court cases must be retained only for those recipients who filed a claim and did so within the claming period established by the court. If a claim was not filed within this period the case record need not be retained beyond the general retention requirements for public assistance case records specified in this ACL.

<u>COURT CASE</u>	<u>REFERENCE ACL#</u>	<u>REFERENCE ACIN#</u>	<u>PROGRAM COVERED</u>	<u>PERIOD OF RECORDS COVERED</u>
<u>Andreyeva v. Anderson</u>	00-62		CalWORKS	11/1/96 to 12/31/97
<u>Rush v. Anderson</u>			CalWORKS	4/94 to 5/01
<u>Anderson v. Saenz</u>	00-06		CalWORKS/ FoodStamp	1/1/98 to 12/31/99
<u>Nickols v. Saenz</u>	00-78		CalWORKS	9/97 to 12/01

SEE "IMPORTANT NOTICE" AT TOP OF ATTACHMENT V, PAGE 1

C. CLOSED, DISMISSED OR SETTLED COURT CASES

The following court cases have been closed, dismissed or settled. There is no longer a need to retain public assistance case records related to these court cases except in accordance with the general retention requirements for public assistance case records specified in this ACL .

<u>COURT CASE</u>	<u>REFERENCE ACL#</u>	<u>REFERENCE ACIN#</u>	<u>PROGRAM COVERED</u>	<u>PERIOD OF RECORD COVERED</u>
<u>Aktar v. Anderson</u>		I-24-96	Food Stamps	7/31/92 to 5/1/96
<u>Lomeli v. Saenz</u>			Food Stamps	3/1/00 to present
<u>Lopez v. Espy</u>	98/99-13		Food Stamps	7/30/93 to 9/1/96
<u>Vang v. Healy</u>			Food Stamps	4/1/89 to 4/30/92

FEDERAL SAMPLE QUALITY CONTROL SANCTION PROCESS NOT COMPLETED 1/

<u>Federal Fiscal Year (FFY)</u>	<u>Programs</u>	<u>Affected Counties*</u>
1995	AFDC	ALL
1996	AFDC	ALL
1997	Food Stamp	ALL
1998	Food Stamp	ALL

1/ Beginning with FFY 1997, there will be no federal fiscal sanctions based on quality control error rates in the AFDC/TANF Program.

* Counties with federal QC sample error cases, these cases should be retained until the federal sanction process is completed. Counties will be notified of the resolution dates.